Global Shortcut Keys

c	Toggle the Quick Create menu
esc, ctrl+alt+l	Exit the Global Search field
s, ctrl+alt+0	Access the Global Search field
t	Toggle the Right Hand Side drawer in list view and record view

The global shortcut keys can be used to perform the following actions in Sugar's user interface

Record View Shortcut Keys

ctrl+s, ctrl+alt+a	Save the record
d, ctrl+alt+d	Delete the record
e, ctrl+alt+i	Edit the record
esc, ctrl+alt+l	Exit out of certain elements (e.g. edit view) in the record view
f+a	Mark record as a favorite **Note**: Hit "f+a" again to remove the record as a favorite.
f+o	Mark record to follow or unfollow
h	Open the previous record
l	Open the next record
m	Open the record's Actions menu
shift+c, ctrl+alt+u	Copy the current record
i	Toggle the Right Hand Side drawer

The record view shortcut keys can be used to perform the following actions in the module's record view layout.

List View Shortcut Keys

+	Add field rows in the Mass Update or Filter panel
-	Remove field rows in the Mass Update or Filter panel
a	Create new record
ctrl+a	Select all records displayed on current set of list view results
ctrl+s, ctrl+alt+a	Save record
d	Delete record or custom filter in list view
e	Edit selected record in list view
esc, ctrl+alt+l	Exit out of certain elements (e.g. inline edit) in the list view
f+a	Mark selected record as a favorite **Note**: Hit "f+a" again to remove the record as a favorite.
f+c, ctrl+alt+8	Create a new list view filter
f+e	Edit custom list view filter
f+i, ctrl+alt+9	Place cursor in list view search box
f+m	Open the list view filter menu
f+o	Mark selected record to follow or unfollow
h	Scroll list to the left
j	Select the next record on the list view
k	Select the previous record on the list view
l	Scroll list to the right to view additional fields in the list view

List View Shortcut Keys (cont)

m	Open the mass actions menu **Note**: Menu opens once at least one record is selected.
o	Open the selected record's (e.g. ABC Company) record view
p	Preview the selected record
r	Clear filter values
t	Toggle the Right Hand Side drawer
x	Mark the checkbox to the left of each selected record in list view

The list view shortcut keys can be used to perform the following actions in the module's list view layout